



**ST. PATRICK'S NATIONAL SCHOOL**

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# Fire Drill and Evacuation

## 2026

### **In the event of a fire**

Immediately activate the fire alarm and initiate evacuation of building. Use firefighting equipment to extinguish small fires only if safe to do so. (REMEMBER YOUR FIRST PRIORITY IS THE SAFETY OF THE CHILDREN.)

### **In the event of a fire at break time**

1. Children line up with their class.
2. One supervising adult supervises the children; the other is responsible for checking that the designated toilets are vacated.
3. Teachers leave the staffroom and collect their class, proceeding to the Assembly Point.
4. UNDER NO CIRCUMSTANCES SHOULD ANY PERSON RE-ENTER THE BUILDING.
5. On completion of the fire drill, and only when instructed by the Senior Member of Staff, will the teachers accompany their classes back into the classrooms.
6. If, on the advice of the Senior Fire Officer, the total evacuation of the site is ordered by the Senior Member of Staff, Class Teachers will accompany their classes to Parish Centre where they will supervise the children until they are collected by parents/guardians.

### **Procedure for Fire Drill**

1. The coloured line-up shapes are designated to the **classroom** not the class name.
2. Refer to the map below to see where your coloured shape is located on the fake grass area/fence and the route to be taken from your classroom.
3. Teachers are **last** to leave the classroom. If you have an SNA, they will lead the line unless they need to be with their child/children.
4. Windows and doors should be **closed**. It is suggested that children sitting by the window are given the responsibility/routine of closing the window *as soon* as the bell goes, rather than having the teacher delay in shutting them all themselves.
5. Each teacher will have a laminated class list in their classroom wall pouch to use. One side is green and the other is red. Upon assembly on the fake grass, teachers should complete a roll call and hold up their laminated list. (Green side showing if all are accounted for and red side, if not.)
6. Children under the supervision of SET outside of their classroom at the time of the fire alarm, should remain with their SET teacher. SET teachers are to walk these children out to the fake grass and ensure that they join their class line.

